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Hartford  
SUPERIOR COURT

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Short Calendar

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Hon. Elliot N. Solomon (P.J.)  
Hon. Jorge A. Simón  
Hon. Constance L. Epstein  
90 Washington St.  
Courtroom B-1  
9:30 A.M.

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IMPORTANT NOTICE  
READ THIS NOTICE IMMEDIATELY

ADMINISTRATIVE POLICIES FOR MARKING READY YOUR CASE

To be heard by a judge on your court date:

1. The person who filed the Motion or Order to Show Cause must call (860) 706-5134 or fax to (860) 706-5084 to “mark” their case “ready”. “MARKINGS FAXED TO ANY OTHER NUMBER WILL NOT BE RECOGNIZED.” This must be done no later than 4:00 p.m. on the Friday preceding the calendar date. Electronic markings are now available for family short calendars via the e-services link on the Judicial Branch website at [www.jud.ct.gov](http://www.jud.ct.gov).

2. To mark the case ready you must indicate the following on the voice mail system or fax sheet:

- a. The name of the case.
- b. The position number on the calendar (in parenthesis).
- c. Identify yourself.

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NOTICE (continued from Column 1)

d. Indicate if the matter is "ready."

e. Pro bono counsel should identify this status when marking the case ready for family relations discussion and for court action.

f. Counsel and pro se parties must give notice to the Attorney General's Office at (860) 808-5150 if any party is receiving or has received public assistance.

3. Notice must be provided to the opposing side no later than 3:00 p.m. on the Thursday before the court date.

4. When a Family Division Report, or Contempt Citation appears on the calendar or an Order To Attend Hearing has been served on one of the parties by a state marshal, it is MANDATORY that all counsel and parties be present in court that day.

5. If your case did not print on the calendar, but you were assigned a specific court date, or if an Order to Attend Hearing was served on one of the parties, the moving party must still ready mark the case by calling the marking line and providing your name and the complete docket number. The moving party must also comply with #3 above.

MATTERS THAT ARE NOT MARKED READY WILL NOT GO FORWARD ON THE DAY OF THE CALENDAR, EXCEPT THAT THOSE MATTERS LISTED IN #4 ABOVE WILL GO FORWARD AUTOMATICALLY.

Pursuant to Practice Book Section 25-34, Oral argument or the presentation of testimony thereon shall be allowed IF the appearing parties have followed ADMINISTRATIVE POLICIES FOR MARKING THE MOTION READY and for screening with Family Services.

On the day of court, the courthouse doors will open at 8:45 a.m., and all counsel and parties must be ready to proceed at 9:00 a.m. THERE IS NO CALENDAR CALL. Check the list posted outside courtroom B-1 for your Family Relations Assignment. PROCEED DIRECTLY TO YOUR ASSIGNED ROOM. All cases must go to Family Services for mediation. The only exceptions are when:

1. The parties have a written agreement (except if that agreement is about custody and/or visitation and does not include specified terms of visitation).

2. Only one party has appeared (come to court that day).

3. Motion is a pure question of law (e.g., argument over terms of a subpoena).

4. The parties are requesting a continuance.

NOTE: the clerk may grant continuances only if: (1) the parties agree; AND (2) a citation has not been issued; AND (3) the matter is not a "Family division report." The party requesting the continuance must complete a continuance form and submit it to the clerk.

After meeting with Family Relations proceed to Courtroom B-1. You must fill out a "MEMO TO CLERK" which indicates the status of your case—this form is available in the Court Service Center. If you have a written agreement and it contains a continuance date, the date must be indicated separately from the written agreement. All agreements must cross-reference the motion(s) number the agreement addresses or the date of the motion(s), which is the date in the caption of the motion. If you drafted your own Stipulation, you must provide a signature line for the Judge and cross-reference the motion. Hand the "Memo to Clerk" to a judicial marshal to pass up to the clerk. The order of the cases will be assigned by the clerk.

\* Current financial affidavits are required for every matter involving financial issues—see the Practice Book sec. 25-30(a).

If you are present at a hearing, you will not receive mail notice of the judge's orders except in the case of a temporary restraining order. It is your responsibility to be sure that an appearance indicating your current mailing address is on file at all times in each file so that if an order is entered in your absence, notice can be sent to you. Changes of address should be filed in each of your cases as soon as your address changes.

PARENTING EDUCATION PROGRAM - CGS § 46b-1, Practice Book Sec. 25-5(6).

The parents of minor children must have completed parenting education before dissolution is entered. Brochures, a list of service providers and a form, which is to be completed before the hearing, are available at the Court Service Center.

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